

10 September 1968

MEMORANDUM FOR: Chief, Support Services Staff

SUBJECT : Purge of Inactive Office Records in RAB/SSS.

REFERENCE : DD/S 68-4248, dated 19 August 1968, Subj: Records Purge.

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1. This office is examining each of its deposits of records at the Records Center and has appointed Mr. [] as the responsible reviewing Officer for the subject purge. The Records Officer for this Branch, Mr. [] is assisting as required.

2. The initial review of our Records Control Schedule finds it has been revised and up dated as recently as 1965 and that the inactive records have been regularly purged accordingly. Of the total 70 cubic feet of our old records put in storage since 1954 we have only 21 cubic feet at present.

3. Of these holdings we propose to conduct a box by box review to reduce the volume still further. We believe that a few of our older records lend themselves to possible repackaging or destruction. Also some old records relate to this staff's predecessors, the Management Analysis Office and the Management Staff per se whose mission related to areas not now a responsibility of this Branch. These historical files belong to the Archives but should be screened prior to such disposition. Further, some background and workpapers pertaining to old surveys are not the record copy of the survey and may be disposed of. Some records having to do with administrative housekeeping activities but not a part of this office's specific mission are to be screened and disposed of where possible. We are screening our Vital Records storage which is only four cubic feet.

4. It is expected that a complete review of our records will be completed by the end of this calendar year and disposal will result in a reduction of approximately 25% of the volume in storage. A complete report of the results and the actions taken will be submitted at that time. There is a possibility that certain of our records could be micro-filmed, to reduce our total holdings by another 25%. We are exploring this aspect and will cover it in our report.

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[]

Chief

Records Administration Branch

cc: [] DD8/RAO

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GROUP 1
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